

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** INSPECTOR, CODE ENFORCEMENT

**Date:** 4/1/99

**Position Level:** 8

**FLSA Status:** *NON-EXEMPT*

**Class Code:** *8-1*

### GENERAL DESCRIPTION

Primary function is to receive, document and investigate violations of the Monroe County Code, Standard Building Code and State and Federal Regulations.

### KEY RESPONSIBILITIES

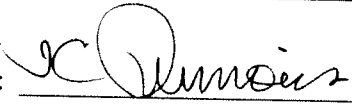
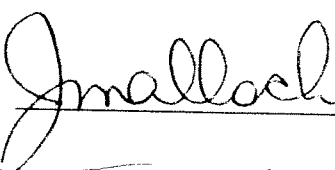

1. \*Investigate complaints of violations.
2. Performs research as required.
3. Prepare, compose, and organize evidence.
4. \*Attends Special Master hearings as required in order to prosecute violators.
5. Issue citations and/or notices of violations.
6. \*Communicate with the public during investigations.
7. \*Travels as required throughout area of responsibility.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> INSPECTOR, CODE ENFORCEMENT	<b>Class Code:</b>	<b>Position Level:</b> 8
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: <u>Tom Simmons</u>	Signature: <u></u>	Date: <u>4/26/99</u>
<i>Division Director: (ACTING)</i>		
Name: <u>Jim Malloch</u>	Signature: <u></u>	Date: <u>4/28/99</u>
<i>County Administrator:</i>		
Name: <u>James L. Roberts</u>	Signature: <u></u>	Date: _____

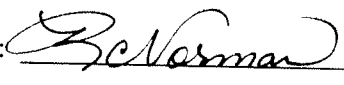


On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ADDENDUM

<b>Position Title:</b> INSPECTOR CODE ENFORCEMENT <b>Department:</b> CODE ENFORCEMENT	<b>Class Code:</b> 8-1	<b>Position Level:</b> 8
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<b>ADDITIONAL KEY RESPONSIBILITIES</b>
1.* Investigate <b>all referrals relating to Floodplain Management</b> and complaints  3.* Prepare, compose, and organize <b>Floodplain inspection information and</b> case evidence.
<b>KEY JOB REQUIREMENTS</b>

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: <u>RONDA NORMAN</u>	Signature: <u></u>	Date: <u>12/4/07</u>
<i>Division Director:</i>		
Name: <u>Andrew O. Trivette</u>	Signature: <u></u>	Date: <u>12/4/07</u>
<i>County Administrator:</i>		
Name: <u>Deborah Frederick</u>	Signature: <u></u>	Date: <u>12/9/07</u>

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_